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**COLORADO STATE ARCHIVES - SCHOOL DISTRICT RECORDS
SCHEDULE 5
BUILDINGS & GROUNDS RECORDS**

General Description: Records generally relating to the construction and operation of facilities and grounds within the school district. *The specified retention period applies to the information contained within the record, regardless of the physical format of the record (paper, microfilm, computer disk or tape, optical disk, etc.).*

Duplicate Copies: Provided that no retention period is specified for duplicate copies, retain those that are created for **administrative purposes** for 1 year, and retain those created for **convenience or reference purposes** until no longer needed or for 1 year, whichever is first. Duplicate copies should not be retained longer than the record copy.

1. CONSTRUCTION PROJECT FILES

Records may include but are not limited to:

- a. Surveys and plot plans that pertain to school real estate
- b. Final blueprints, specifications and shop drawings and all modifications made thereto
- c. ADA plan
- d. Evacuation plan
- e. Federal and state environmental reports (asbestos, lead, radon etc.)
- f. Certificate of occupancy and final building inspection reports

Retention: Permanent

- 2. DEEDS TO REAL PROPERTY** that legally convey the land to the school district ownership and include the filing reception number in the county clerk and recorder's office.

Retention: Permanent

- 3. BUILDING KEY SCHEDULES** that itemize the list of different master keys and individual keys, and the assigned holders of those keys.

Retention: Until superceded plus 1 year

4. **INVENTORY OF BUILDINGS OR GROUNDS EQUIPMENT** that itemizes the authorized support equipment assigned to each school or facility.

Retention: Until superceded plus 1 year

5. **MAINTENANCE RECORDS FOR EACH SCHOOL FACILITY** that record the service and repair record on the building and equipment.

Retention: Life of the equipment or 10 years whichever comes later

6. **RECORD OF UTILITY USAGES** documents the electricity, gas, water or other utility that each building consumes each month or year.

Retention: 5 years or until no longer needed

7. **APPLICATION AND APPROVAL FOR USE OF SCHOOL PREMISES** for purposes other than regular school activities.

Retention: 2 years

8. **WORKING DRAFTS OF PROPOSED DRAWINGS/PLANS** that are used to provide for making estimates and other needs before proceeding to request official cost estimates for construction or alteration work.

Retention: 2 years

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